



**Department of Health and Human Services
National Institutes of Health
Announces a Senior Executive Service Vacancy**



**SELECTEE, IF NOT CURRENTLY SES, MUST SERVE
A ONE YEAR PROBATIONARY PERIOD**

Announcement No.: NIAID-05-026

Opening Date: 02/28/05

Closing Date: 03/31/05

POSITIONS (2):

**Associate Director for Management and Operations, ES-341
National Institute of Allergy and Infectious Diseases**

**Associate Director for Management, ES-341
National Eye Institute**

**Please submit one application for each position for which there is
interest, and identify the Institute and the title of the position on each
application.**

Other like positions may be filled from this announcement.

ORGANIZATION:

**Department of Health and Human Services (DHHS)
National Institutes of Health (NIH)**

LOCATION:

Bethesda, Maryland

SALARY RANGE:

The Senior Executive Service (SES) pay scale is \$104,927-\$145,600 per annum. Annual salary limit may be raised subject to OPM and OMB certification of the HHS SES Performance Plan at time of appointment. (Certification is an annual event.) A relocation bonus of up to 25% of base pay may be available to a permanent Federal employee who must relocate to accept this position, subject to individual approval.

AREA OF CONSIDERATION:

Applications will be accepted from all qualified Federal employees. Current SES employees, individuals with SES reinstatement eligibility, and SES Candidate Development Program graduates should also apply to be considered for this position.

DUTIES AND RESPONSIBILITIES:

The National Institutes of Health <http://www.nih.gov/> is seeking exceptional candidates for two positions, each of which serves as the principal advisor to an Institute Director on all phases of administrative management involved in operating the Institute in support of science including financial management, human resource management, management analysis, information systems management, procurement, R&D contracting, and administrative services. The incumbents serve as key members of the senior management team in the respective Institute in developing, implementing, and evaluating the organization's programs.

Associate Director for Management and Operations, ES-341, National Institute of Allergy and Infectious Diseases (NIAID) - <http://www.niaid.nih.gov/default.htm>. With a staff of approximately 1500 FTEs and an FY 2005 budget of over 4.4 billion dollars, NIAID conducts and supports research that strives to understand, treat, and ultimately prevent the myriad infectious, immunologic, and allergic diseases that threaten hundreds of millions of people worldwide. These include HIV/AIDS and other sexually transmitted diseases, tuberculosis, malaria, autoimmune disorders, asthma and allergies, and illness from potential agents of bioterrorism, including initiatives to bolster medical and public health preparedness against possible future bioterrorist attacks. As Associate Director for Management and Operations, the incumbent advises the Institute Director and Deputy Director, the Division Directors, and other Institute senior staff on key legislative, regulatory, and policy developments that directly affect the business and administrative operations of the Institute. The incumbent is responsible for planning, directing, coordinating, and assuring the effectiveness of the administrative management activities of the Institute. These activities include program planning and evaluation, policy analysis, legislation, financial management, human capital management, technology transfer, information systems technology development, acquisition management and operations, administrative management, communications, and public/media relations. The incumbent is also the principal policy advisor to the Institute Director and senior staff on issues of trans-NIAID, trans-NIH, Departmental and Government-wide level issues of a policy, programmatic, and scientific nature.

Associate Director for Management, ES-341, National Eye Institute (NEI) - <http://www.nei.nih.gov/>. The incumbent serves as the Associate Director for Management (ADM), NEI, and is the principal advisor to the Director, NEI, and the Institute's senior staff on all phases of administrative management involved in operating the Institute, and makes or influences critical decisions in the day-to-day operation of a program that has both national and international prominence. The ADM has been delegated responsibility by the Director and has full authority to execute the business management policies of the Institute and to commit the resources of the Institute to business management activities. The incumbent is responsible for analyzing, evaluating, and implementing rules and regulations governing the activities of the Institute's scientific programs and the research support services provided by its staff offices. In this capacity, the incumbent is responsible for directing and supervising the financial management, workforce planning and human resources management, management analysis, information technology management, intramural and extramural general administrative management, procurement, R&D contracting and the coordination of the Institute's ethics and Equal Employment Opportunity/Diversity programs. The NEI employs approximately 515 FTE and non-FTE scientists, other professionals, support staff, and contractors and has a FY 2004 budget in excess of \$650 million.

Qualifications Requirements:

Applicants must meet the requirements for the GS-341 Series as defined by the U.S. Office of Personnel Management Qualifications Standards Handbook for General Schedule Positions <http://www.opm.gov/qualifications/SEC-IV/A/GS-ADMIN.HTM>. To qualify, candidates must have had responsible professional experience, or comparable, at the senior level (GS-15 or equivalent) that meets the following mandatory qualification requirements:

Mandatory Executive Core Qualifications: Please note that unless you are currently serving under a career Senior Executive Service appointment, are eligible for reinstatement into the SES, or have successfully completed an SES Candidate Development Program approved by the U.S. Office of Personnel Management, you must submit a narrative statement in response to each of the Executive Core Qualifications (ECQs) listed below. The narrative should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance in the SES. This evidence must include clear and concise examples that emphasize the applicant's level of responsibilities, scope and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. Additional information on the Executive Core Qualifications (ECQs), including the key characteristics and leadership competencies associated with the ECQs, is available at <http://www.opm.gov/ses/>.

1. **Leading Change** – The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **Leading People** – The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals.
3. **Results Driven** – The ability to stress accountability and continuous improvement, to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** – The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communication** – The ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

Mandatory Professional/Technical Qualifications:

To be considered, candidates must possess, in addition to the executive core qualifications listed above, experience at the GS-15 level or equivalent in the following professional/technical qualifications:

1. Applicants must possess experience in administrative, supervisory, professional and/or technical work, which provided the opportunity to acquire a knowledge of management, leadership and ethical principles, practices, methods and techniques; and an understanding of the needs and problems of administering public programs.

Examples of appropriate evidence include, but are not limited to:

- Management of a major administrative program of national scope and complexity involving extensive dealings with outside groups;
- Demonstrated experience with applying ethics rules and principles in the workplace;
- Experience in developing and presenting complex briefing materials for senior-level government and/or non-government officials;
- Development of comprehensive action plans for the resolution of complex organizational and operational problems;
- Experience which reflects evidence of effective interpersonal skills, the ability to chair committees successfully, and the ability to interact with other administrative organizations in a team effort.

2. Applicants must also indicate experience in advising the Director and top management staff on fiscal, legislative, administrative, organizational, and/or human resources matters affecting the Institute.

Examples of appropriate evidence include, but are not limited to:

- Possess significant experience in the resolution of organizational, operational and/or budgetary problems, and issues, and in furthering the goals relevant to a biomedical or scientific organization or other government agency;
- Experience in establishing procedures for the development and defense of the organization's budget and allocating fiscal and material resources to support program implementation;
- Experience in developing and implementing procedures and monitoring program performance and evaluation.

Mandatory Managerial Qualifications

To be considered, candidates must possess, in addition to the executive core qualifications and professional/technical qualifications listed above, experience at the GS-15 level or equivalent in the following managerial qualifications:

1. Application of strategic planning of human capital resources including managing a diverse workforce, directing and developing a subordinate staff; and designing human resource strategies to meet the organization's mission, strategic vision, and goals and to achieve maximum potential of all employees in a fair and equitable manner.

Examples of appropriate evidence include, but are not limited to:

- Experience implementing workforce plans to improve recruitment, retention, rewarding, and motivating a multi-disciplined, diverse workforce;
 - Experience working with employee unions or similar representational associations, including negotiating with bargaining unit members of labor unions;
 - Comprehensive experience that reflects evidence of exceptional interpersonal skills, the ability to chair committees effectively and the ability to interact effectively with other administrative organizations in a team effort;
 - Experience developing and implementing processes and overseeing activities to assure the fair and equitable employment and advancement of qualified persons and implementing EEO objectives.
2. Knowledge of best practices to maximize efficiency of operations and ensure coordinated, streamlined and result-oriented management.

Examples of appropriate evidence include, but are not limited to:

- Experience in strategic planning to assess programs and operations to achieve long-term performance goals;
- Experience analyzing, initiating, and implementing consolidated business systems to improve information technology management;
- Experience improving administrative processes by streamlining operations in functional areas such as human capital, budget, finance and grants operation and oversight;
- Experience formulating strategic plans to assess program/policy feasibility and include quality control and performance measurement;
- Experience developing and implementing procedures and monitoring program performance and evaluation with successful results.

Standards of Conduct/Financial Disclosure: All employees of the Federal Government are subject to the conflict of interest statutes and regulations, including the Standards of Ethical Conduct, that govern activities with outside organizations and reporting financial holdings. This position will require that the incumbent complete a financial disclosure report. Applicants are encouraged to review the NIH Ethics Program web site at: <http://ethics.od.nih.gov>.

Evaluation Method:

Applicants will be evaluated on the basis of the quality and extent of total accomplishments, experience, and education. All applicants must meet the mandatory executive core qualifications and the mandatory professional/technical and managerial qualifications to be eligible for further consideration, and must provide detailed evidence of how they meet these requirements. Applicants must show that they possess the required experience, knowledge, skills, abilities, and other personal characteristics, and must show how and when they were used. This evidence must include clear, concise examples that demonstrate the level of accomplishment and degree of responsibility. Qualifications determinations will be based on information provided - however, failure to provide mandatory qualification statements will result in disqualification. Applicants who meet the mandatory qualifications requirements will be evaluated by the Search Committee on the degree to which they possess these requirements.

How to Apply:

FOR EACH POSITION for which there is interest, applicants must submit a resume, curriculum vitae, Optional Application for Federal Employment (OF-612) or any other written format (e.g., SF-171;) **and a detailed written statement addressing all the mandatory executive core qualifications and professional/technical and managerial qualifications listed above.** Failure to submit the required documents will disqualify the applicant from further consideration.

Applicants are strongly encouraged to provide the names, titles, and phone numbers of four or five references. Applications must be received by the closing date.

Applicants may E-Mail materials to: seniorre@od.nih.gov; applicants with access to the Internet's World Wide Web may browse the NIH Home Page under the Senior Job Opportunities Section to view this announcement and may apply through the Web <http://www.jobs.nih.gov>. Application materials that are mailed must be sent to:

**NATIONAL INSTITUTES OF HEALTH
ATTN: Ms. Regina Reiter
31 Center Drive
Building 31, Room 1C39**

Bethesda, MD 20892

Please contact Ms. Reiter at (301) 402-1130, seniorre@od.nih.gov, or the main office line, (301) 496-0377, with any question you may have regarding this vacancy announcement.

A one-year probationary period must be served by the individual selected if not currently or previously in the career Senior Executive Service.

Public Health Service Commissioned Officers interested in performing the duties of the position within the Commissioned Corps may submit a resume to the above address.

NIH provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation during any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be handled on a case-by-case basis.

All application forms are subject to the provisions of the Privacy Act and become the property of DHHS.

SELECTION FOR THIS POSITION WILL BE BASED SOLELY ON MERIT, WITH NO DISCRIMINATION FOR NONMERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, DISABILITY, AGE OR MEMBERSHIP OR NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

****DHHS AND NIH ARE EQUAL OPPORTUNITY EMPLOYERS ****